

Smarter Test Administration



OPI Assessment Data Conference 2017
Megan Self, Measured Progress

Agenda

Before

- Establishing Appropriate Testing Conditions

During

- Test Administration
- Monitoring Progress

After

- Appeals (Test Improperities)
- Reviewing Individual Student Reports

BEFORE

Scheduling

1. Create a schedule by evaluating the number of computers and number of students in each test grade and estimated time to complete each test.
 - a. Classroom Activities are not required for the 2017 Summative administration.

| Test Type | Grades | CAT | Perf Task Only | Total |
|--------------------------------------|--------|------|----------------|-------|
| English Language Arts/Literacy | 3-5 | 1:30 | 2:00 | 3:30 |
| | 6-8 | 1:30 | 2:00 | 3:30 |
| | 11 | 2:00 | 2:00 | 4:00 |
| Mathematics | 3-5 | 1:30 | 1:00 | 2:30 |
| | 6-8 | 2:00 | 1:00 | 3:00 |
| | 11 | 2:00 | 1:30 | 3:30 |
| COMBINED | 3-5 | 3:00 | 3:00 | 6:00 |
| | 6-8 | 3:30 | 3:00 | 6:30 |
| | 11 | 4:00 | 3:30 | 7:30 |

Practice/Training Tests

2. Ensure students & Test Administrators are given the opportunity to interact with the Training or Practice Test(s).

The Practice Test is available in each grade and is similar in format and structure to the actual test. The Training Test is available in three grade bands (3–5, 6–8, and high school) and provides a sample of each kind of question students might encounter, allowing them to become familiar with the testing software and navigation.

Practice and Training Tests: <http://www.smarterbalanced.org/assessments/practice-and-training-tests/>

Practice Test Resources:
<http://www.smarterbalanced.org/practice-test-resources-and-documentation/#scoring>

Verify Student Accommodations

3. Ensure Student Accommodations are accurate in TIDE, prior to allowing students to start a test. If a test is started with the wrong test settings, TA's must adjust settings via the proctor application.

Embedded Designated Supports & Accommodations

| Embedded Designated Supports | Embedded Accommodations |
|---------------------------------|------------------------------|
| Color Contrast | American Sign Language (ASL) |
| Masking | Braille |
| Text-to-Speech | Closed Captioning |
| Translated Test Directions | Text-to-Speech |
| Translations (Glossary w/audio) | Streamlined Interface |
| Translation of Items | |
| Turning off Universal Tools | |

Non-Embedded Designated Supports & Accommodations

| Non-Embedded Designated Supports | Non-Embedded Accommodations |
|----------------------------------|-----------------------------|
| Bilingual Dictionary | Abacus |
| Color Contrast | Alternate Response Options |
| Color Overlay | Calculator |
| Magnification | Multiplication Table |
| Read Aloud Items | 100's Number Table |
| Read Aloud Stimuli | Read Aloud Stimuli |
| Scribe Items (Non-Writing) | Scribe Items (Writing) |
| Separate Setting | Speech-to-Text |
| Glossary | |
| Translated Test Directions | |
| Simplified Test Directions | |
| Noise Buffers | |

Student Information – Printing a Test Ticket

A testing ticket is a hard-copy form that includes login credentials to access a test, such as an index card.

- In TIDE, click **Print Testing Tickets** then **Print from Student List** or **Print from Roster List**

The screenshot displays the Montana Comprehensive Assessment System (TIDE) interface. The top navigation bar includes the system name, user role (TA), and links for General Resources, Help, Manage Account, and Log out. The main content area is divided into three vertical panels: 'Preparing for Testing' (orange), 'Administering Tests' (teal), and 'After Testing' (light blue). The 'Administering Tests' panel is highlighted with a red box around the 'Print Testing Tickets' option, which includes sub-options for 'Print from Student List' and 'Print from Roster List'. Other options in the 'Administering Tests' panel include 'Monitoring Test Progress' and 'Appeals / Invalidations'. The 'Preparing for Testing' panel includes 'Students' and 'Test Settings and Tools'. The 'After Testing' panel includes 'Data Cleanup'. A search bar for 'Find Student by ID' is located in the top right of the 'After Testing' panel.


Lab Preparation

1. Review Technology Coordinator Resources
2. Verify lab meets Specifications & Supported Operating Systems
3. Install 2017 Secure Browser
4. Verify successful Secure Browser installation
5. Ensure adequate number of headsets are available


Secure Browser

Montana


COMPREHENSIVE ASSESSMENT SYSTEM




Students & Families




System Administrators



Test Administrators



Technology Coordinators



Recent Announcements


- A prerecorded webinar that discusses what the interim tests are and who is eligible to take them has been posted to the Tutorials folder in Administration Resources.
Added December 21, 2016
- A prerecorded webinar that discusses administering tests has been posted to the Tutorials folder in Administration Resources.
Added December 14, 2016
- A prerecorded webinar that discusses accommodations, designated supports, and universal tools has been posted to the Tutorials folder in Administration Resources.
Added December 7, 2016
- A prerecorded webinar that discusses logging into TIDE and managing user accounts has been posted to the Tutorials folder in Resources.
Added November 22, 2016
- TIDE is now available to use. Please make sure to verify and clean up your user accounts.
Added September 20, 2016
- [View all announcements](#)

Welcome!

Working together, Measured Progress, American Institutes for Research (AIR), and the Montana Office of Public Instruction (OPI) are offering the use of this testing platform to administer the 2016–2017 Smarter Balanced Assessment in mathematics and ELA. These assessments are a piece of Montana's Comprehensive Assessment System (MontCAS), which has been designed to provide parents and teachers valid, useful information to help all students succeed.

MontCAS' goal is to provide the necessary support and training that test administrators and their teams need to successfully administer the Smarter Balanced Assessment (SBA) in addition to all other statewide assessments.

Please visit <http://opi.mt.gov/curriculum/MontCAS/> for more information on other Montana assessments.



Secure Browser

Secure Browser – Supported Operating Systems

| Operating System | Supported Devices | Secure Browser | Related Requirements |
|--|-------------------|------------------------|---|
| Desktop | | | |
| Windows Vista, 7, 8.0, 8.1, 10 ^a Server 2008, 2012 | Desktops/Laptops | Windows Secure Browser | Disable fast user switching. Server 2008, and 2012 are supported when using a thin client. |
| Mac OS X (Intel) 10.7-10.11 | Desktops/Laptops | Mac Secure Browser | Depending on your version of OS X, disable the following features: <ul style="list-style-type: none"> • Exposé or Spaces • Application Launches from Function Keys • Updates to Third-Party Apps • Updates to iTunes • Look-Up Gesture |
| Linux Fedora 23-24 ^a openSUSE 13.1, 13.2 Red Hat Enterprise 6.5 Ubuntu (LTS) 12.04, 14.04, 16.04 | Desktops/Laptops | Linux Secure Browser | Depending on your distribution, install: <ul style="list-style-type: none"> • SoX • Verdana True Type font. |


Secure Browser – Supported Operating Systems (Mobile)


| Mobile | | | |
|---|--|---|---|
| iOS (iPads) 8.0–8.2 9.x, 10.2 | iPad 2 iPad 3 4th Generation (Retina Display) iPad Air iPad Air 2 | AIRSecureTest Mobile Secure Browser 3.1 | Use Guided Access, Autonomous Single App Mode, or Automatic Assessment Configuration. |
| Android 4.4, 5.0, 5.1, 6.0 ^b | Google Nexus 10 Motorola Xoom Samsung Galaxy Note (2014 edition) Samsung Galaxy Tab 3 and 4 LearnPad Quarto | AIRSecureTest Mobile Secure Browser 2.1 | Enable the secure browser keyboard. |
| Chrome OS 50+ | Chromebooks | AIRSecureTest kiosk application | Chromebooks must be in kiosk mode. |
| Windows 8.0, 8.1, 10 | AIR supports any tablet running Windows 8.0, 8.1 Pro, and 10, but has done extensive testing only on Surface Pro, Surface Pro 3, Asus Transformer, and Dell Venue. | Windows Secure Browser | Disable fast user switching. |


Secure Browser Installation


Download Secure Browsers


To download the secure browser for your operating system, select the corresponding tab.


**Important Information**


**Windows**
Vista, 7, 8.0, 8.1, 10;
Server 2008, 2012


**Mac OS X**
10.7-10.11

**Linux (32-bit)**
Fedora 23-24
openSUSE 13.1, 13.2
Red Hat Enterprise 6.5
Ubuntu (LTS) 12.04,
14.04, 16.04

**Linux (64-bit)**
Fedora 23-24
openSUSE 13.1, 13.2
Red Hat Enterprise 6.5
Ubuntu (LTS) 12.04,
14.04, 16.04

**iOS**
8.0-8.2, 9.x, 10.2

**Android**
4.4, 5.0, 5.1, 6.0

**Chrome OS**
50+

Technical Resources

- For information about technical specifications, including supported operating systems, network and Internet requirements and recommendations, general hardware and software requirements, and text-to-speech, refer to the *Technical Specifications Manual for Online Testing*.
- For detailed information about installing secure browsers, refer to the *Secure Browser Installation Manual*.
- For information about Braille requirements and testing, refer to the *Braille Requirements and Testing Manual*.

About Supported Operating Systems

The operating system versions listed in the above table are the only ones officially supported.

Warning: Support for New Desktop Operating Systems

Desktop operating systems, in particular new versions of those operating systems, not in the above table are not supported. Do not upgrade to new operating systems on computers used to administer online assessments.

Warning: Support for Updated Mobile Operating Systems

Turn off or delay automatic updates of operating systems for mobile devices. AIR reviews these updates to verify they do not pose a risk to student testing, and will post announcements on this portal accordingly.

DURING

Montana

COMPREHENSIVE ASSESSMENT SYSTEM



Students &
Families



System
Administrators



Test
Administrators



Technology
Coordinators



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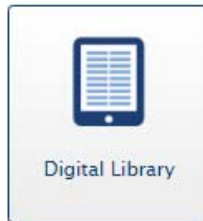


Secure Browser

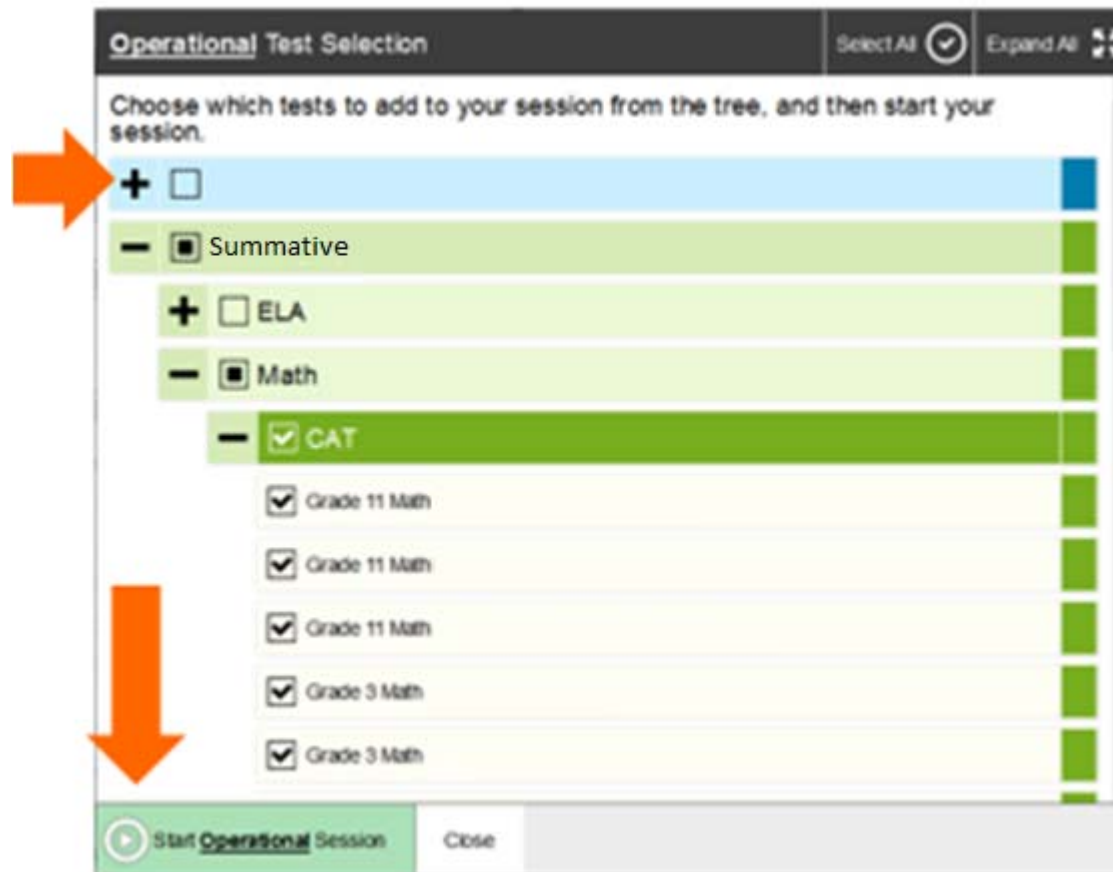
Available Applications

Montana

COMPREHENSIVE ASSESSMENT SYSTEM



TA Home Screen



Proctoring

Note: If you reassign a test to someone else to proctor, no results will show up in ORS until any necessary hand scoring is complete.

Student Lookup Approved Requests Print Session Help Guide Alerts Logouts Demo User, TA1

AMERICAN INSTITUTES FOR RESEARCH
Making Research Relevant

Operational Session ID
STOP TEST-E369-1

Select Tests Approvals 1

Students in your **Operational** Test Session

1 students awaiting approval 0 print requests 3 active tests ● = Interim Comprehensive (ICA) ● = Interim Blocks (IAB)

| Student Name | SSID | Opp # | Test | Requests | Student Status | Test Settings | Pause Test |
|------------------|------------|-------|----------------------------------|----------|----------------|---------------|------------|
| Smith, John | 8999577947 | 1 | Grade 3 ELA ICA | | approved: 0/0 | Custom | II |
| Jackson, Cynthia | 99996701 | 1 | Grade 3 ELA ICA | | paused 7/13 | Custom | |
| Garcia, Juan | 99996703 | 1 | Grade 5 ELA Interim IAB-Research | | started: 3/17 | Custom | II |

Student Lookup

Quick Search Advanced Search Close

Use the drop-down menus to select the District, School, and Grade for your search. A First or Last Name is required.

District/School
Demo inst 9999



Grade
All Grades

First Name
Cynthia

Last Name

Search

Search Results

| SSID | First Name | Last Name | Grade | Details |
|----------|------------|-----------|-------|---|
| 99996734 | Cynthia | Jackson | PS |  |
| 99998521 | Cynthia | Sanchez | 4 |  |

Student Details Done

First Name: Cynthia
Grade: 04
Last Name: Jackson
Student ID: 99998521
Date of Birth: 20/14/-01-
Gender: F
School: Demo School 1
District: Demo District 1
Ethnicity: 4
Name: Jackson, Cynthia

What Is the Secure Browser?

The secure browser is designed to ensure test security by prohibiting students from accessing any other programs or websites during testing.



If you have questions about the secure browser, contact your Technology Coordinator.

Student Login

Live Test Sign In

First Name:

SSID:

Session ID: - -

[Run Diagnostics](#) Browser: Secure v7

Student Login

Is This You?

Please review the information below. If all of the information is correct, click [Yes]. If not, click [No].

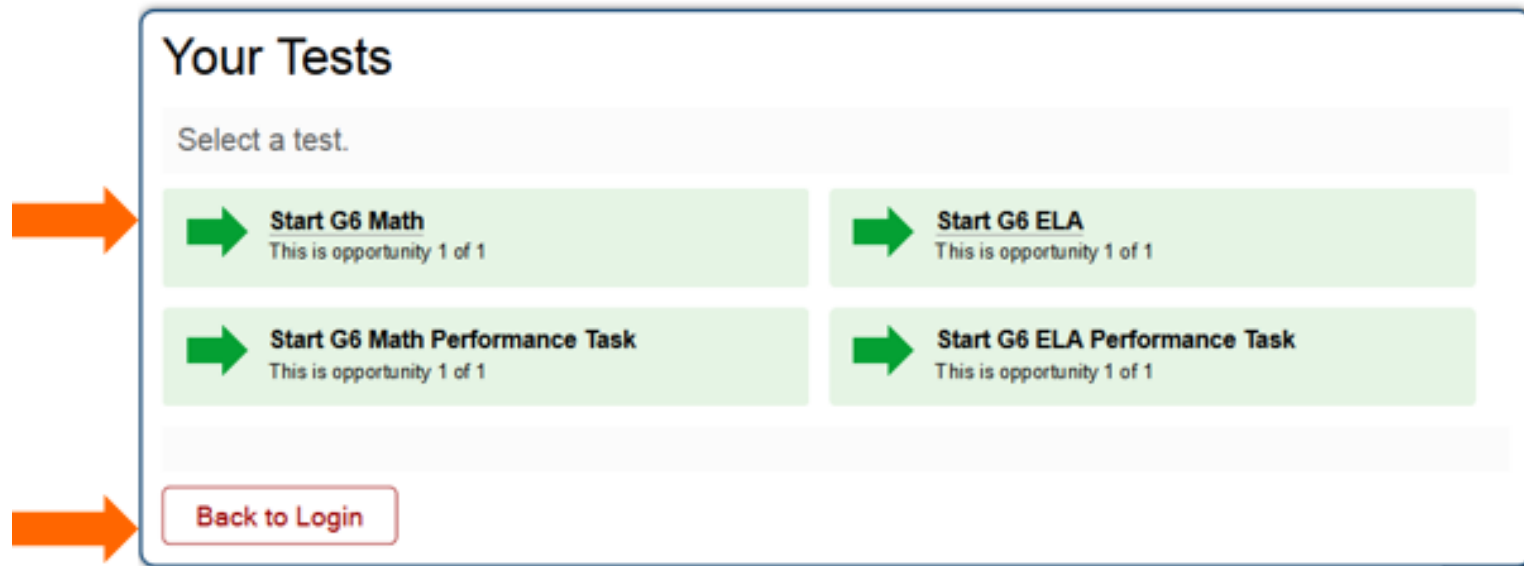
First Name: Anne

School: Demo School

Grade: 06





SSID: 12345678

Student Test Selection



Your Tests

Select a test.

| | |
|---|--|
|  Start G6 Math This is opportunity 1 of 1 |  Start G6 ELA This is opportunity 1 of 1 |
|  Start G6 Math Performance Task This is opportunity 1 of 1 |  Start G6 ELA Performance Task This is opportunity 1 of 1 |

[Back to Login](#)

Login Confirmation

Is This Your Test?

Session ID: DC-12345678

G6 ELA

Language: English

Strikethrough: TRUE

Masking: Masking Not Available

Text-to-Speech: No Text-to-Speech

Color Contrast: Black on White

American Sign Language: Off

Mark for Review: TRUE

Highlighter: TRUE

Streamlined Mode: Off

Word List: English Glossary

Expandable Passages: Expandable Passages On

Student Comments: Notepad

Is the test listed above the test you want to take? If it is, click [Yes, Start My Test]. If not, click [No].

Sound Check



Click on the sound icon to hear the sound.

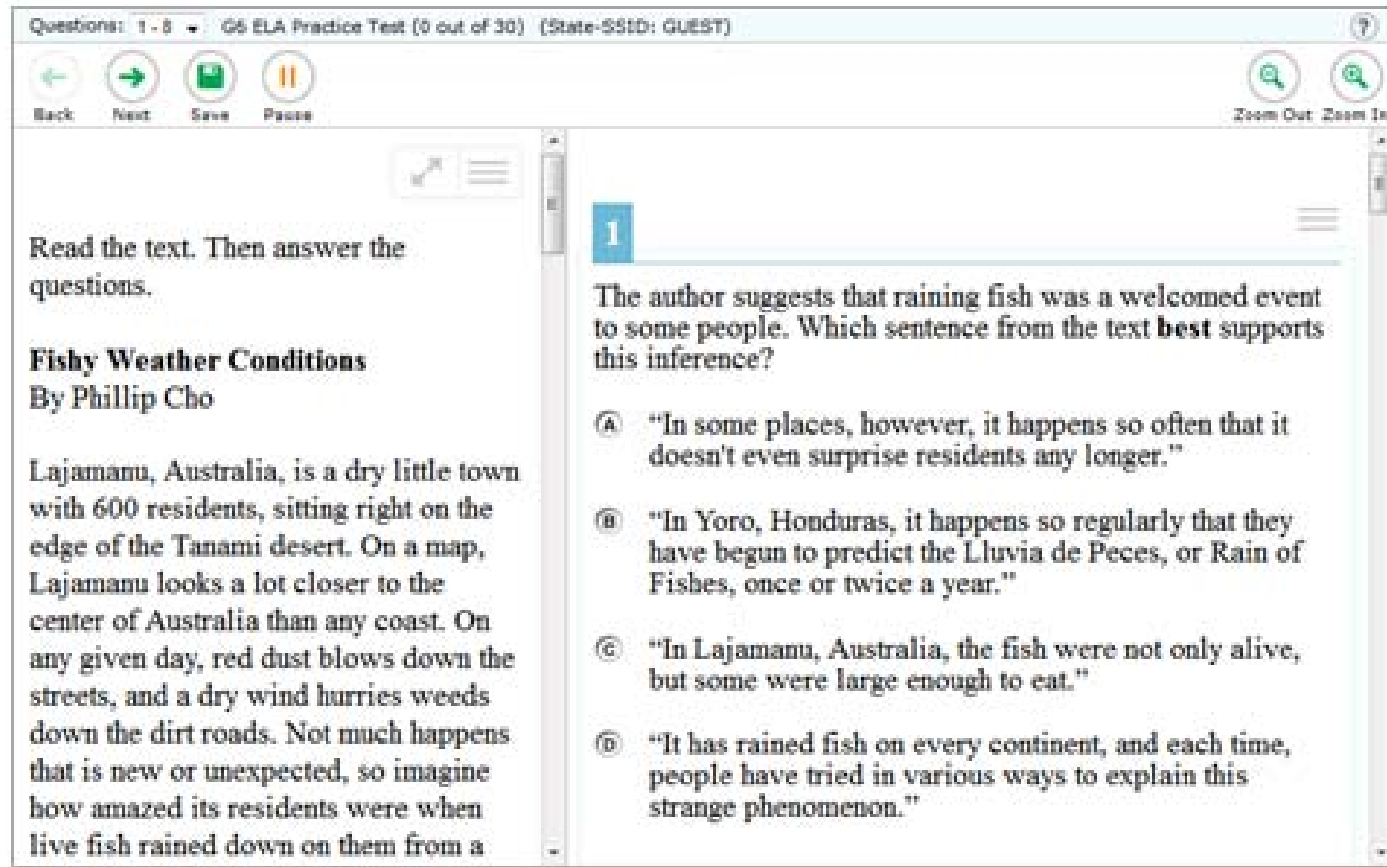
If you hear the sound, click [Yes]. If not, click [No].



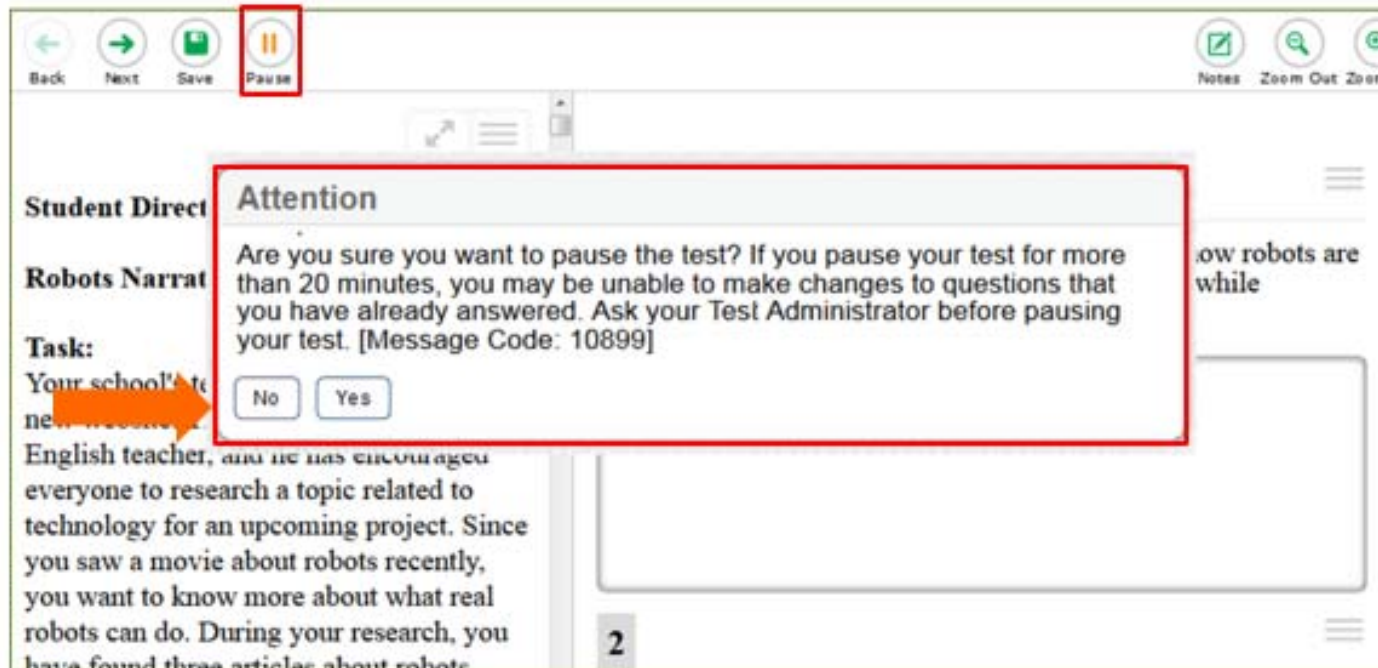
No

Yes

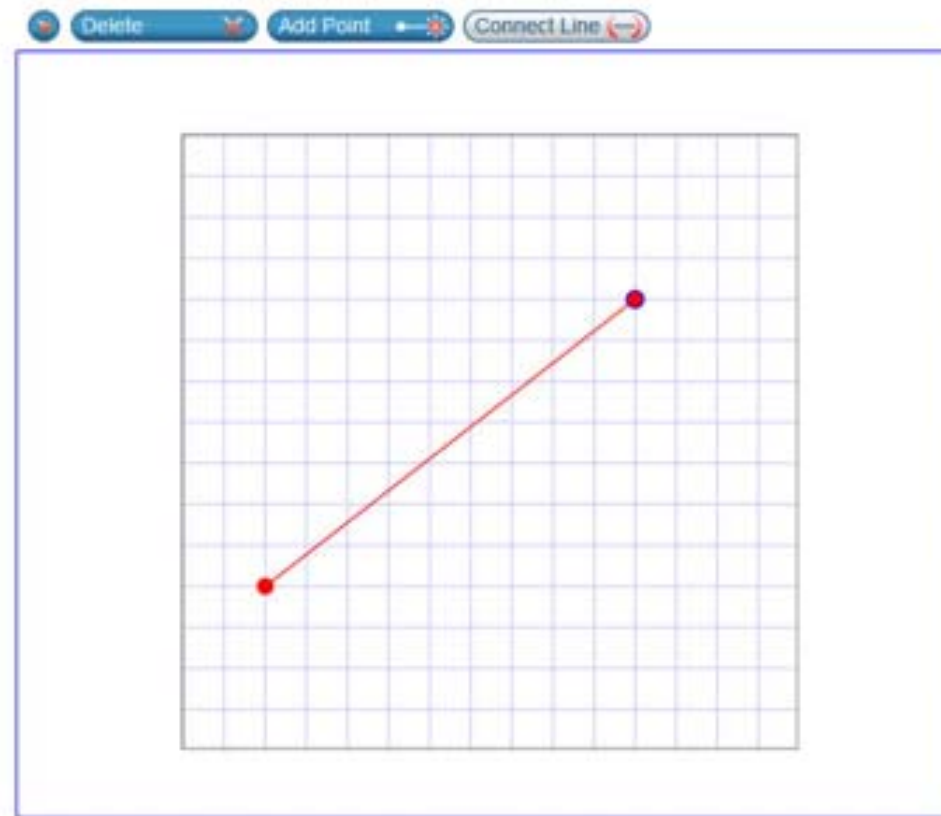
Test Interface



Test Pause Rules



Test Items



Item Tutorial

The screenshot shows a math application window. A red-bordered box at the top left contains the text: "To begin, read the question, prompt or instructions on the screen." Below this, the prompt reads: "Create the expression $y = \frac{2}{3}(x + 6) + x^2 \cdot \sqrt{4}$ " and "Click the buttons to create your answer." Below the prompt is a large empty text input field. Underneath the input field is a calculator keypad with buttons for numbers 1-9, 0, decimal, fraction, and various mathematical symbols like π , $\sqrt{}$, and $\frac{\Box}{\Box}$. To the right of the main interface, a sidebar is partially visible with a menu icon (three horizontal lines) and a list of items. An orange arrow points to this menu icon. At the bottom of the window, a list of instructions is partially visible, starting with "The new boxes have to hold the same or a greater volume of cereal as the original boxes."

To begin, read the question, prompt or instructions on the screen.

Create the expression $y = \frac{2}{3}(x + 6) + x^2 \cdot \sqrt{4}$

Click the buttons to create your answer.

Calculator Zoom Out Zoom In


Menu icon (three horizontal lines) highlighted with an orange arrow.


Box with the 2 inches


IX.

The new boxes have to hold the same or a greater volume of cereal as the original boxes.

End of Segment


Back


Next


Pause

Questions:

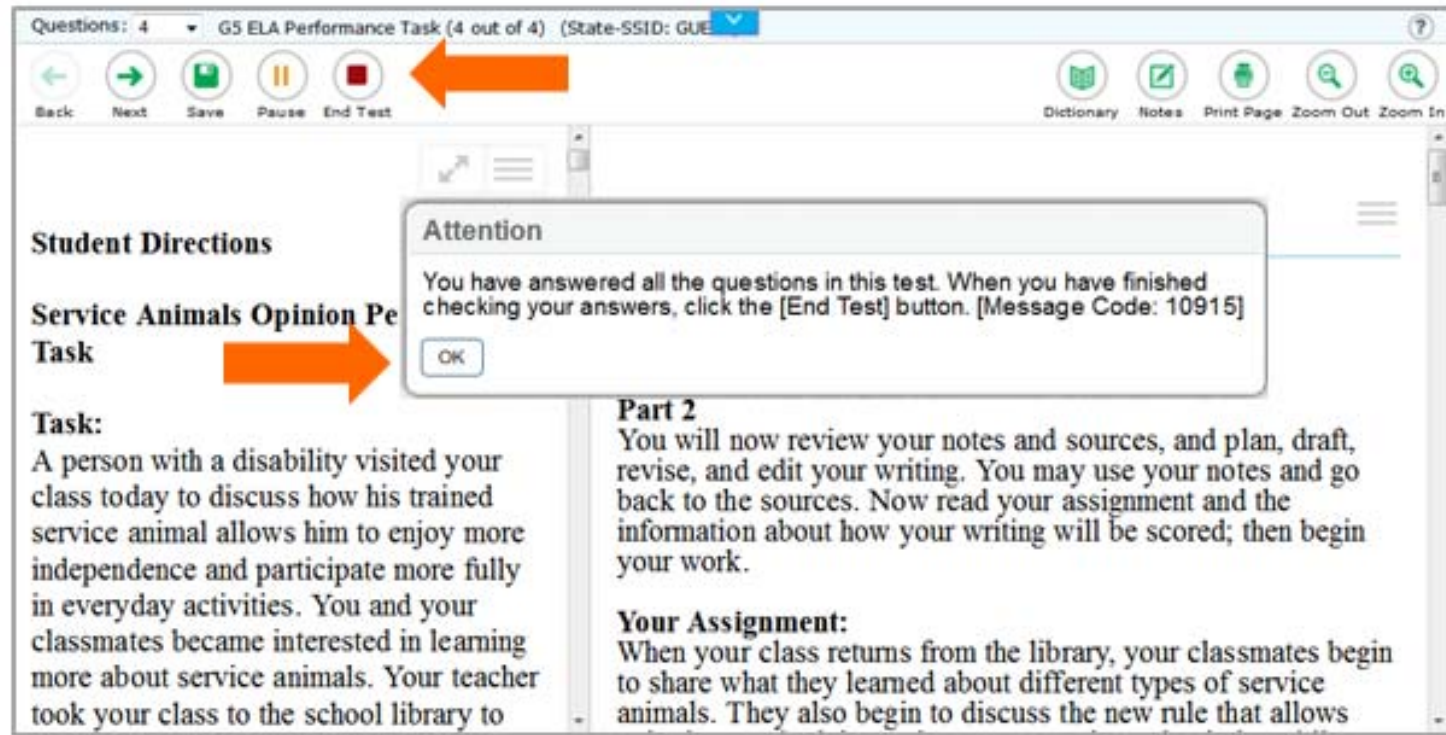
1 - 3

You have reached the end of this segment:

Please review your answers before you continue testing. You **will not** be able to come back to these questions later.

Click on a question number on the left to review it.

End Test



The screenshot shows a web-based test interface. At the top, a status bar indicates 'Questions: 4' and 'G5 ELA Performance Task (4 out of 4) (State-SSID: GUE)'. Below this is a navigation bar with icons for Back, Next, Save, Pause, and End Test. The 'End Test' button is highlighted with a large orange arrow. To the right of the navigation bar are icons for Dictionary, Notes, Print Page, Zoom Out, and Zoom In. The main content area is divided into two columns. The left column is titled 'Student Directions' and contains the text 'Service Animals Opinion Pe Task' and 'Task: A person with a disability visited your class today to discuss how his trained service animal allows him to enjoy more independence and participate more fully in everyday activities. You and your classmates became interested in learning more about service animals. Your teacher took your class to the school library to'. The right column is titled 'Part 2' and contains the text 'You will now review your notes and sources, and plan, draft, revise, and edit your writing. You may use your notes and go back to the sources. Now read your assignment and the information about how your writing will be scored; then begin your work.' Below this is the 'Your Assignment:' section, which states 'When your class returns from the library, your classmates begin to share what they learned about different types of service animals. They also begin to discuss the new rule that allows'. A message box titled 'Attention' is overlaid on the right side of the screen, containing the text 'You have answered all the questions in this test. When you have finished checking your answers, click the [End Test] button. [Message Code: 10915]' and an 'OK' button. An orange arrow points from the message box to the 'End Test' button in the navigation bar.

Questions: 4 G5 ELA Performance Task (4 out of 4) (State-SSID: GUE)

Back Next Save Pause End Test

Dictionary Notes Print Page Zoom Out Zoom In

Student Directions

Service Animals Opinion Pe Task

Task:
A person with a disability visited your class today to discuss how his trained service animal allows him to enjoy more independence and participate more fully in everyday activities. You and your classmates became interested in learning more about service animals. Your teacher took your class to the school library to

Part 2
You will now review your notes and sources, and plan, draft, revise, and edit your writing. You may use your notes and go back to the sources. Now read your assignment and the information about how your writing will be scored; then begin your work.

Your Assignment:
When your class returns from the library, your classmates begin to share what they learned about different types of service animals. They also begin to discuss the new rule that allows

Attention
You have answered all the questions in this test. When you have finished checking your answers, click the [End Test] button. [Message Code: 10915]
OK

Student Participation Reports

Student participation reports are now available in TIDE in the **Administering Tests** section, under the **Monitoring Test Progress** tab

The screenshot displays the Montana Comprehensive Assessment System (TIDE) interface. The top navigation bar includes the system name, user role (TA), and links for General Resources, Help, Manage Account, and Log out. The main content area is divided into three panels: 'Preparing for Testing' (orange), 'Administering Tests' (teal), and 'After Testing' (light blue). The 'Administering Tests' panel is active, showing a list of options: 'Print Testing Tickets', 'Monitoring Test Progress' (highlighted with a red circle), 'Plan and Manage Testing', 'Test Completion Rates', and 'Appeals / Invalidations'. The 'Monitoring Test Progress' option is the focus of the slide.

Montana
COMPREHENSIVE ASSESSMENT SYSTEM

Administration: MT 2016-2017 | Role: TA

General Resources ▼ Help Manage Account ▼ Log out

Find Student by ID

Preparing for Testing

- Students
- Test Settings and Tools

Administering Tests

- Print Testing Tickets
- Monitoring Test Progress
- Plan and Manage Testing
- Test Completion Rates
- Appeals / Invalidations

After Testing

- Data Cleanup

Student Participation Reports



Preparing for Testing



Administering Tests



After Testing

Find Student by ID



Print Testing Tickets ▼

Monitoring Test Progress ▼

Appeals / Invalidations ▼

Test Completion Rates

Use this page to view test completion rates. [more info](#)

Report Criteria

Report: District Test Completion F ▼

District: Demo district 9998 (9998) ▼

Test: Smarter ICA ▼

Administration: 2016-2017 ▼

Test Name: All ▼

Export Report

AFTER

Appeals (Test Improperities)

- Normal flow



- Improperities interrupt normal flow
- Test Impropropriety options:
 - Invalidation
 - Reset
 - Re-open
 - Re-open test segment
 - Reverts
 - Grace period extension (GPE)
- Submit reset and reverts at least one day prior to the end of a test window, allowing students time to complete their test.
- All Impropropriety requests are routed to the State for approval.

Resources & Support

Resources

<http://mt.portal.airast.org/>

Support

Measured Progress Help Desk

1.888.792.2741

MontanaHelpDesk@measuredprogress.org

Hours

6:00am - 3:00pm, Mountain Time (Mon-Fri)

5:00am - 5:00pm, Mountain Time (Mon-Fri during Summative
Test Window)

MontCAS Contacts

Marcy Fortner, Assessment Assistant
406-444-3511 mfortner@mt.gov

Pam Birkeland, Digital Library
pbirkeland@mt.gov

Paula Schultz, Smarter Accommodations
pschultz2@mt.gov

Jessica Eilertson, State Assessment Director
406-444-3656 jeilertson@mt.gov

Thank you.